

Job Description

Post Title:	Area Manager		
Directorate:	Generic		
Department:	Generic		
Location:	Leicestershire Fire and Rescue Service Headquarters		
Grade:	Area Manager B	Date:	April 2026

Responsible To:	Directors
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Liaison With:	All internal personnel and departments plus wide range of external stakeholders.
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Purpose of Job:

- As part of the Strategic Leadership Team (SLT) you will contribute towards the strategic direction of the service. Providing leadership responsibility for a service area, developing and implementing objectives to continuously deliver high performing teams to support "safer place, safer people".
- The post holder will be expected to provide operational cover on the Strategic rota utilising expertise in the command of operational incidents as well as responding to political, managerial and business continuity issues as required.

Main Activities, Duties and Responsibilities:

1. Establish information, communication and quality assurance systems to manage the performance of the organisation, department and teams.
2. Organise and support the activities of a number of functional areas to achieve the objectives of the corporate plan and controlling the effective use of resources.
3. Identify, manage and implement changes in Service activities to meet future organisational needs and continuous improvement.
4. Receive, evaluate and communicate information to ensure policy implementation, continuous improvement and quality of service.
5. Lead and manage the performance of teams and individuals by setting and monitoring objectives.
6. Provide strategic leadership and support to emergency fire service operations and lead and support activities at operational incidents.
7. Obtain and analyse information to enable critical decisions to be made and evaluate the effectiveness and quality of activities.
8. Identify, justify and control the allocation and use of resources to support activities and achieve corporate objectives.
9. Represent the Fire Authority and provide strategic leadership and support at events that present a significant risk to the community.
10. Develop and implement strategic plans and reports.
11. Manage and contribute to projects as required.
12. Attend and contribute to the Senior Leadership Team and other corporate meetings.

Other

1. To carry out all tasks associated with this post in accordance with Leicestershire Fire and Rescue Service's Equality and Diversity Policies.
2. To maintain compliance with Leicestershire Fire and Rescue Service's Health and Safety Policies.
3. To carry out such duties as may from time to time, be agreed and directed by the Chief Fire Officer which are commensurate with the grading of this post.

Special Features

To promote, uphold and act in accordance with the Service values:

- ✓ Professional – competent, reliable, respectful
- ✓ Positive – constructive, confident, enthusiastic
- ✓ Honest – truthful, trustworthy, fair

This job description represents a statement of the duties of the post but does not include all minor duties. It is inevitable that over time the nature of an individual job will change and existing duties may be lost or others gained without changing the general character of the duties or the level of responsibility entailed. As a result, the Authority will expect this job description to be subject to revision.

Signature of Post holder _____ **Date** _____

Additional Information for Job Evaluation

Budget Directly Responsible For:	
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Budget Indirectly Responsible For:	
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Number of employees Responsible For:	
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Qualifications and Experience Required:	Management qualification at senior officer level e.g.: DMS, NVQ Level 4/5, Post Graduate Certificate; or equivalent practical experience at Group Manager level. Incident Command Level 4 (Strategic Command) qualification; or equivalent practical experience. Incident Command Level 3 (Advanced Incident Command) qualification; or equivalent practical experience.
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